

# Family-Friendly Schools Checklist

## School Climate

Yes ✓ No ✓

		Posted signs warmly welcome parents (in various languages).
		There are directions posted for parents to find their way around the school (in various languages).
		Office personnel greet parents in a friendly, courteous way.
		There is a comfortable reception and information area for parents.
		The principal has clearly posted office hours when parents can drop in to talk.
		There is an orientation program for incoming students and parents.
		There is a program for students and parents who come to the school after the beginning of the year.
		There are regular social occasions where parents and school staff can get to know each other.
		The school permits parents to observe in class.
		The school has an "Open Door" policy where parents are welcome at any time during the school day.

## Communication

Yes ✓ No ✓

		There is a school newsletter with up-to-date information.
		The school sends home a calendar listing dates of parents-teacher conferences, report cards, and other major events.
		The school sends home a directory of parent organization representatives and school personnel, with phone numbers.
		The school holds annual open houses and back to school nights.
		The school has a "hot line" for emergencies, rumors, and burning questions.
		Parents know where to go with concerns, questions, and complaints.

## Collaboration

Yes ✓ No ✓

		The school requires at least one parent-teacher conference each year.
		The school provides in-service training to help teachers work with parents.
		There is an early warning policy in effect for teachers to consult with

		parents promptly if a child is falling behind or having social difficulties.
		Elementary schools confer with parents on choices of classroom settings and/or teachers.
		High schools require parent approval on students' choices of courses.
		Training and resources are available for parents of students enrolled in exceptional educational programs to help them participate in the Individualized Education Plan and other processes.

## Advisors and Decision Makers

Yes ✓ No ✓

		The school publishes a policy handbook for parents.
		There is a mechanism for obtaining parent input on new policies and programs.
		There is a parent-teacher organization that meets at least once a month.
		Parents approach the principal on their own initiative to question general school policy or procedures (aside from those affecting their own child).
		The staff informs and enlists the help of parents immediately when serious problems arise in the school.
		There are established procedures for dealing with parent's demands especially those of a vocal minority.

## Outreach to all families

Yes ✓ No ✓

		There is a policy to inform non-custodial parents about their children's performance and school events.
		Teachers sometimes meet outside school hours with parents who have jobs and cannot easily get away during the working day.
		If there is a substantial minority language population, written communication is provided in that language.
		There is in-service training offered for teachers on how to deal with problems caused by divorce or separation.
		There is a school staff member trained to intervene and work with any parent that refuses to cooperate with the teacher or principal.

## Partnership Philosophy

Yes ✓ No ✓

		The school has a written statement about partnerships with parents.
		The school provides in-service training to help teachers work with parents.

		Time is spent during staff meetings discussing working with parents.
		Teachers are encouraged to consult with the principal if they are having difficulty dealing with a parent.
		The principal substitutes in the classroom to allow teachers and other staff to have meetings with parents.

## Volunteer Participation

Yes ☐ No ☐

		The school has an organized volunteer program with a coordinator.
		There is a wide variety of jobs available for volunteers, including ones that could be done at home or on weekends.
		All parents are expected to volunteer in some way during the school year.
		The volunteer program is reassessed periodically.

*Family-Friendly Schools Checklist* courtesy of **The Partnership:** The Florida Partnership for Family Involvement in Education